

6 September 1978

MEMORANDUM FOR THE RECORD

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FROM: [REDACTED]

SUBJECT: Minutes of ADMAG Meeting of 21 August 1978

1. (U/AIUO) The regular monthly ADMAG meeting was held on 21 August 1978 in the DDA Conference Room. Members present were:

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[REDACTED]  
MG  
Security  
Logistics  
Medical Services  
Data Processing  
Personnel

2. (U/AIUO) The following issues were addressed at the meeting:

a. It was affirmed as an ADMAG policy that each member make every effort to attend the meetings of their office MAG groups.

b. ADMAG members would attend the DDA morning meetings and report back to ADMAG concerning the value of the experience. This is to be on a very limited basis with members to attend only one meeting. An attempt will be made to schedule [REDACTED] and [REDACTED] during September.

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c. Dental Insurance - Following discussion, it was agreed that [REDACTED] will draft a memo to the D/Personnel requesting that they prepare a formal response to the question of providing Dental Insurance for Agency employees. The action was assigned following an explanation by the Chairman of his discussion with the Chief, Insurance Branch who indicated that the issue of Dental Insurance had been studied and rejected often as too expensive, but the studies or results had not been published.

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d. DDA/MAG Charter [REDACTED] - Following discussion, it was agreed that [REDACTED] would prepare a revised version of the DDA/MAG Charter and present for approval of the ADMAG. It is planned that the revised version of the Charter would be attached to the formal minutes of the ADMAG to be made a part of the official record.

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e. Offsetting Cover Benefits - It was agreed that the Chairman would contact [REDACTED] and determine what action had been taken to contact CCS concerning the issue.

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f. Suggestion Awards - A group discussion raised concerns about various points in the Suggestion Awards program, including: time delays, review and follow-up, and awards for job related ideas. It was decided to invite [REDACTED] (HMAB) to attend our 18 September meeting to give us an overview of the program and respond to questions. [REDACTED] has been contacted and will attend) 1500  
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g. Space Administration - [REDACTED] confirmed that he will invite Mr. [REDACTED] (C/LSD/OL) to attend our 16 October meeting to provide us with information concerning space administration in the Agency and the possible need for a central decision point for space allocation. LSW

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h. ADMAG Item for DCI/MAG Newsletter - [REDACTED] presented his draft of an article for presentation to the DCI/MAG for possible inclusion in their Newsletter. After some discussion and agreement on two minor changes, the article was endorsed by the group for publication. The ADMAG Secretary will have it prepared for presentation to the DCI/MAG.

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[REDACTED]

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**DRAFT**

MEMORANDUM FOR: Director of Personnel  
ATTENTION : Chief, Benefits and Services Division  
FROM : [REDACTED]  
Chairman, ADMAG  
SUBJECT : Dental Benefits

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1. Attached is a copy of a memo received by ADMAG from Mr. [REDACTED] requesting that ADMAG pursue the possibility of having dental insurance benefits extended to Agency employees.

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2. It is our understanding that the Insurance Branch/OP conducts periodic reviews of various dental health programs to determine if such benefits could be provided to Agency employees. In order to respond to Mr. [REDACTED] memo, we would appreciate your providing us with the results of the most recent survey concerning the feasibility of Agency participation in some form of a dental health program.

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3. It occurs to us that Mr. [REDACTED] interest in such a program is probably shared by many other Agency employees. We would suggest that the Office of Personnel consider publishing in employee bulletin form the results of not only the most recent review, but those of subsequent reviews. Your response to this suggestion would be appreciated.

[REDACTED] STATINTL

TO : Chairman ADMAG

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SUBJECT: Dental Benefits

July 10, 1978

An article in Changing Times (May 77) states that by 1980 an estimated 60 million people will be covered by dental insurance. In contrast to medical insurance which provides help in emergencies, dental insurance is a program to take care of problems while they are small. These include cavities, cleanings and exams.

There are two basic types of plans. One type pays a percentage of each charge up to an annual dollar limit. One company pays 100% for exams and cleaning; 85% for x-rays, extractions and silver fillings; 50% for bridges, dentures and teeth straightening. Each member is limited to \$750 per year.

The second type of plan pays a standard amount for a covered service such as \$10 for a filling.

There are variations on these plans and some include a waiting period to qualify for services. The rules have been added to prevent the financial problems that were experienced during the first dental insurance programs.

I would like to present dental insurance as a subject for your consideration. We should be included in the 60 million people who have this protection.

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*EO/DDA - On your Calendar  
but Ceremony (audit.) is at 2 pm*

Agenda for the 18 September 1978 ADMAG Meeting  
in DDA Conference Room, 3 PM

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1. The Agency's Suggestion Award Program - Presentation  
by [REDACTED] (HMAB) with a discussion to follow
- ✓ 2. Status of ADMAG and DDA Office MAG communications
- ✓ 3. Feedback on DDA morning meeting attendance
4. Dental Insurance Memo
5. Revised ADMAG Charter
- ✓ 6. Trends and Highlights critique review
7. Offsetting Cover Benefits
8. Unsolicited employee problem on health insurance

[REDACTED]  
Chairman, ADMAG

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21 August 1978

ADMAG Item for DCIMAG Newsletter

The Directorate of Administration's Management Advisory Group (ADMAG) was established in July of 1973 as a forum for continuing dialogue between senior management and employees. It is comprised of nine representatives; one from each of eight DDA offices and one from the MG Career Service. Members are generally grade GS-11 through GS-14 and are appointed to ADMAG by their home office or by the MG Career Service for a one year tour. Tours are staggered such that one half of the membership rotates semi-annually. ADMAG typically meets on the <sup>THIRD</sup> ~~last~~ Monday of each month in the DDA Conference Room.

The purpose of ADMAG is to study issues and problems affecting the Directorate and to make appropriate recommendations. Since formal Agency mechanisms for dealing with individual employee grievances are available, ADMAG avoids the personal grievance area.

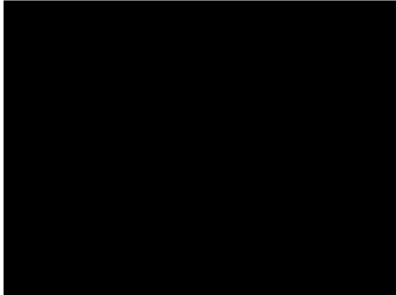


Employees with criticisms or suggestions of a general nature and of interest to the DDA are encouraged to contact ADMAG. If the ADMAG feels the situation is of sufficient interest to the Directorate, and would benefit from a

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formal or informal ADMAG study, every effort will be made, time and resources permitting, to pursue the matter. ADMAG studies generally result in a memorandum or informal presentation of findings and recommendations to the Director of Administration, Mr. Blake, for his action. During this process, every effort is made to assure employee confidentiality if desired.

If an employee or office level MAG believe they have an issue appropriate for the ADMAG to consider, they are encouraged to contact an ADMAG representative.

The current ADMAG representatives are:

	<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extensio</u>
STATINTL	MG Career Sub-Group		6G02 HQS	6133
	Communications		1B24 HQS	7632
	Data Processing		2D00 HQS	4011
STATINTL	Finance			2903
	Logistics			8-8131
STATINTL	Medical Services		1D4054 HQS	5727
	Personnel			8-8310
	Security		4E21 HQS	4343
	Training		726 C of C	3532

  
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